

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT**

**MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP,  
Saturday, February 21, 2015 at 9:00 a.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Jason Bowsza, Steven Dearborn, Dale Nelson  
and James Richards  
Members Absent: None  
Others: Joseph Sauerhoefer, Leonard Norton, Kathy Pippin, Kimberly  
Lord and Dan Lauria

**I. Call to Order**

First Selectwoman Denise Menard called the Budget Workshop to Order at 9:04 a.m. in the East Windsor Town Hall.

**II. Attendance**

Denise Menard, First Selectwoman  
Jason Bowsza, Deputy First Selectman  
Steven Dearborn, Selectman  
Dale Nelson, Selectwoman  
James C. Richards, Selectman

**III. Budget Presentations**

• **Sanitation (910500)**

Mr. Joseph Sauerhoefer, Maintainer of Facilities and Mr. Leonard Norton, Director of Public Works, addressed the Board. Mr. Sauerhoefer commented that the increase shown is contractual. Ms. Menard asked about hazardous waste disposal and the cost. Mr. Norton commented that last year it was budgeted for \$15,000 and it was very hard to find a facility to transport and dispose the town's hazardous waste for that budgeted amount. This year it was decided to increase the line to \$20,000. It was inquired if the hazardous waste could be collected on an every other year basis. Mr. Norton responded that people call throughout the year asking where and when they can disposal of their household hazardous waste materials, so it is a tough call to do it every other year. He gave a brief history of years ago when MDC had a program for hazardous waste and surrounding towns would be involved in those programs such as Ellington and Windsor Locks; however, the MDC stopped the program and now towns that are not in the MDC districts have to make

other arrangements. It was asked if \$10,000 could be put in the budget this year and an additional \$10,000 next year, if the town decided to do the service every other year. Ms. Kimberly Lord, Treasurer, indicated that monies cannot be carried year to year. The discussion continued about how this was handled in the past and how it is handled presently. It was mentioned that disposing paint can be done by dropping it off at the hardware store or paint stores rather than using this service. It was suggested if the town could collaborate with smaller surrounding towns to see if there would be a cost savings in this type of trash collection. It was also inquired if a three year contract with the company would have any cost savings.

The next topic under sanitation was actual cost for trash collection. Mr. Norton remarked that the contractual price has not risen this year. In past years, there has been discussions of taking trash out of the budget and having residents make their own arrangements for trash disposal. A suggestion of buying a trash truck and having the town take care of its trash. The cost of purchasing trucks and hiring personnel would make the town collecting its trash not very cost effective.

- **Public Works (610100)**

Mr. Norton and Mr. Sauerhoefer began discussing the Public Work budget. Ms. Lord mentioned that the part-time groundskeeper has been added to this budget from Parks and Recreation. The increase would be \$16,391. Mr. Norton discussed full time salaries which is increased due to contractual obligations. He noted that in the part-time line he has an increase due to the ground keeper and he is requesting a clerical aid in the office. His office is very busy and having a clerical aid to assist him in the office with tasks such as tracking gas usage, ordering all paper products for the facilities, phone support and managing cleaning supplies. Mr. Dearborn questioned the increase in salaries of \$23,000. Mr. Norton indicated that the increase is for ten or eleven people and the increase is 2.25% and those numbers come from the Treasurer's office. It was also noted that the part-time should be 19 hours and not 20 hours. A discussion was held regarding the part-time grounds keeper and who supervises and the communications between Parks and Recreation and Public Works when fields have to be maintained for games. It was questioned if the department hires local high school and college students for seasonal help. It was confirmed most if not all, with the exception of one employee are all local. Mr. Norton continued discussing his budget indicating that longevity was flat.

The next portion of Mr. Norton's budget included professional services, supplies and equipment, education and dues and capital purchases. He commented that this part of the budget was usually 30 lines long, now it has been pared down to four categories. A slight increase is requested in professional services due to contractual obligation for uniform cleaning has increased approximately \$1000,

tree work is decreased due to grant monies from the State, no sure if that grant is available next year. Ms. Lord commented it is in the Governor's Proposed Budget for the upcoming year. Mr. Norton commented about storm water testing. The DEEP may be changing their regulations, which is an unfunded mandate. Storm water have to be tested in six different locations and an annual report has to be done and sent to the State. Purchased services remains flat. Supplies and equipment includes show allowance, grounds and equipment parks and recreation, other supplies, highway signs and equipment highway. All service is done in house and the only cost is parts. It was inquired money for truck repair was included in this section. Mr. Norton indicated those figures are now included in the Town Property budget which include senior busses, trucks and police cruisers. Mr. Sauerhoefer remarked that he has ordered parts for the town garage on Amazon.com saving almost half the cost. Education and dues has increases slightly some employees need for example need OSHA 10 training and flagger certification which usually costs \$75.00 per person. Capital purchases includes office equipment, garage door opener, gas pump equipment and salt shed.

A discussion began regarding the Town Garage and improvements which need to be done to expand for a mechanics bay, wash bay, small office, storage, conference/meeting room and break room. Ms. Menard commented that CIP is asking for a study on how to expand that garage and mechanics bay.

- **Road Improvements (610300)**

Mr. Norton is requesting \$500,000 for road maintenance, salt and sand increase approximately \$20,000. He indicates that four years ago he did a study of the roads at that time and they rated the top roads that needed to be re-done. He also has to repair a loop for the lights at the intersection of Abby Road and another damaged loop at Stoughton and Route 5, the overlay has damaged the loop and now it has to be repaired. He is waiting for the winter months to pass and he will have to do that project. The cost for the repair will be approximately \$5,000 for each one.

A discussion was held regarding the road improvements recently done and the road improvements that need to be done and how the funding from the State is recorded and allocated for road improvements.

Stoughton Patricia Kratochvil, Tax Collector to the Board. She began discussing

- **Town Property (610200)**

Ms. Menard commented that this category is a joint effort between her department and Public Works. Her department processes all the bills for example, electric water and the property and vehicle maintenance is managed through Public Works.

The lines in this budget include vehicle maintenance, gasoline, janitorial services, town building repairs, electricity for town buildings, electricity for street lights, water for buildings, water for fire protection, WPCA Sewer fee for town buildings, building supplies, heating oil for town buildings and capital purchases. Decreases in lines of vehicle maintenance, gasoline and heating oil. However, there increases all other categories. The janitorial service is a contractual increase, electricity for street lights will increase by 8.6%. The electric company is trying to force towns to maintain those lights and using new LED light heads. There is also an increase for the water for buildings and hydrants. Heating oil is projected to decrease because of the new heating system in the Town Hall will no longer be using heating oil but rather a heat pump which uses electricity. A concern was raised about the electricity will be even higher since using it for heating purposes as well. Mr. Norton commented that he is looking into a grant or rebate to help with the costs of street lights and/or heating buildings. Mr. Sauerhoefer indicated that the Building Committee was told that the cost will be cheaper than using heating oil. The capital purchases are for two buildings. The first one is to repair the overhang at the Town Hall and to upgrade entryways of various town buildings.

A brief discussion was held on various minor projects that need to be done throughout the town buildings.

The Board Recessed at 10:53 a.m.

The Board Reconvened at 11:05 a.m.

- **Treasurer (410500)**

Ms. Kimberly Lord, Treasurer, began discussing her budget. The full time salary line is increased by 2% for herself. The other staff an increase was give as the contract has not yet been finalized. Longevity is increased slightly for one of the employees in her office. Other parts of her budget include professional services which is for the ADP payroll service is a slight decrease. This is a three year contract, which his web hosted and is a paperless payroll. With all of the changes in federal reporting, such as the Affordable Care Act, ADP takes care of all of that reporting. Supplies and equipment was increased by very little which includes the check scanner monthly service which is shared with the tax office and it also includes costs of envelopes, storage boxes and office supplies. Education and dues was slightly increased for classes and books required for GFOA certifications. Travel is flat, this is used for reimbursement for weekly bank deposit and the last request is capital purchases. Ms. Lord gave copies of pictures of her office and the flooring/carpeting in the office. She would is requesting \$3,000 to replace the carpet in her office.

Ms. Menard indicated this was the end of presentations other than her budget. It was asked about Boards and Commission requests. The response was that all of

those requests are status quo and have to do with recording secretary fees. Ms. Menard indicated she did not see a request from Volunteer Incentive. Ms. Lord commented that it was received and it was handwritten.

- **First Selectman (410100)**

Ms. Menard began discussing her budget beginning with full time salaries which his going to increase 2% for raises for three full time employees. Mr. Richards inquired if the revised charter is approved by the voters, it has made provisions for a town manager/administrator. If that should happen, what would happen with the salary line and how would the town come up with the money needed to support that position. Ms. Menard responded if that happens, the new administrator would not be hired as quickly as January it would probably happen in the beginning of the fiscal year in July. She indicated no one in her office is eligible for longevity and the salary overtime line will not be needed. She explained comp time and flex time for one of the employees in her office who staffs and does the minutes for the Board of Selectmen rather than paying a recording secretary to do the job.

She began discussing professional services which includes a human resources consultant, secretarial services for extra Selectmen meetings and advertising for Town meetings, legal notice and employment. Supplies and equipment includes department specific office supplies such as Town letterhead and envelopes which is slightly increased. Travel expenses remains flat. Education and dues for office personnel training was increased slightly. The Charter mandates a parking hearing officer so a line is open with a minimum amount in that line. Postage is for all Town Departments which is increased slightly. Other requests included centralized office supplies, which supplies general office supplies to all departments, leased equipment and phones.

A brief discussion was held regarding the current phone systems and the approach in trying to find an upgrade and speakers/microphones in the conference room.

Ms. Menard indicated that at this time, she would request the Board go through every department's proposed budget and have a vote to adopt their requests beginning with Tab No. 1 – Administrative Services.

- **First Selectman (410100)**

It was **MOVED** (Bowsza) and **SECONDED** (Richards) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adopts the First Selectman's Proposed Budget for fiscal year 2015-2016 (410100) as presented.

- **Town Clerk (410300)**

It was **MOVED** (Nelson) and **SECONDED** (Richards) that the Board of Selectmen adopts the Town Clerk's Proposed Budget for fiscal year 2015-2016 (410300) as presented.

A discussion was held. It was asked if the Town Clerk presented her budget was the same as last year. Ms. Menard commented that it was all the same other than salary line which is contractual. It was mentioned the budget was very detailed.

A vote was taken:

In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn

Opposed: None

**PASSED** (4-0)

- **Treasurer (410500)**

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adopts the Treasurer's Proposed Budget for fiscal year 2015-2016 (410500) as presented.

- **Assessor (410700)**

It was **MOVED** (Nelson) and **SECONDED** (Richards) that the Board of Selectmen adopts the Assessor's Proposed Budget for fiscal year 2015-2016 (410700) as amended.

A discussion was held. It was noted that the \$250 copier repair expense was to go into the IT line for professional services. The total request would be \$184,256. It was asked if additional staffing would be needed and it was noted a CCM survey was performed and according to that survey they are adequately staffed.

A vote was taken:

In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn

Opposed: None

**PASSED** (4-0)

- **Tax Collector (410900)**

It was **MOVED** (Richards) and **SECONDED** (Bowsza) that the Board of Selectmen adopts the Tax Collector's Proposed Budget for fiscal year 2015-2016 (410900) as amended.

A discussion was held. It was noted a change in the part-time hours which would increase the part-time line to \$17,146. There is an employee who works part-time for the Treasurer and part-time for the Tax Collector. The part-time line was changed and the total request would be \$114,325.

A vote was taken:

In favor: J. Bowsza, J. Richards, D. Nelson and S. Dearborn

Opposed: None

**PASSED** (4-0)

- **Town Planner (411100)**

Ms. Nelson remarked that a reduction of \$200 for the ink was to go the IT budget. Mr. Bowsza commented about the EDC coordinator position, which \$20,000 is being requested. Currently the line is funded for \$10,000 for a half of year. Mr. Richards commented that the EDC would like to spend \$40,000 to \$60,000 on a full time position which would benefit the town. It was the general consensus to budget the line at \$20,000.

It was **MOVED** (Bowsza) and **SECONDED** (Richards) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adopts the Town Planner's Proposed Budget for fiscal year 2015-2016 (411100) and to include \$20,000 for EDC Coordinator.

- **Building Official (411300)**

Ms. Menard indicated the Building Department did not have any increases in the proposed budget other than increases in salaries due to contractual obligations. It was questioned about the travel expenses as a town car is available. Ms. Menard responded that there are times the car is in need of repair and the department may use their personal vehicles. It was inquired the professional services line which is used for a part-time salary, contracted to fill in Building Inspector. It was noted that line has not been used in a few years. It was the general consensus to reduce that request from \$3,000 to \$1,500 making this total request \$147,375.

It was **MOVED** (Bowsza) and **SECONDED** (Richards) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adopts the Building Official's Proposed Budget for fiscal year 2015-2016 (411300) as amended.

- **Registrar of Voters (411500)**

Mr. Dearborn inquired if the Registrars came back with an updated request as they spoke about during their presentation. Ms. Lord commented that Mr. Severino did come into the Treasurer's office and ask for some documentation.

It was the general consensus that the vote to adopt the Registrar of Voters Proposed budget to be tabled for another meeting.

- **Human Services (411700)**

Ms. Menard indicated that this is the first budget for the new director. She has been e department and is requesting a minimal increase. This department helps many people in town. She is requesting capital project for security and software to help keep track of the participants of the programs. The software piece will be going into the IT budget. After some discussion, it was the general consensus the total request would be \$191,343.

It was **MOVED** (Bowsza) and **SECONDED** (Dearborn) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adopts the Human Services' Proposed Budget for fiscal year 2015-2016 (411700) as amended.

#### **IV. Adjournment**

It was **MOVED** (Bowsza) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor: J. Bowsza, D. Nelson, J. Richards and S. Dearborn) that the Board of Selectmen adjourns the Special Meeting – Budget Workshop of February 21, 2015 at 12:19 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Substitute Recording Secretary